



Treasury Financial Manual

Bulletin No. 2003-09

Volume I

Retention: June 28, 2004

To: Heads of Government Departments, Agencies, and Others Concerned

Subject: Yearend Closing

1. Purpose

This bulletin provides agencies with the procedures for preparing yearend closing reports and other financial reports. It also contains the strict deadlines by which agencies must submit fiscal 2003 financial data to the Department of the Treasury (Treasury) for timely certification and reporting. (See Attachments 1 and 2.)

2. Submitting Budgetary Yearend Closing Data

Agencies must submit the preclosing adjusted trial-balance data for fiscal yearend 2003 through the Federal Agencies' Centralized Trial-Balance System (FACTS) II. Agencies will use FACTS II to submit one set of data in the form of U.S. Government Standard General Ledger (USSGL) account balances. See I TFM 2-4200, subsection 4255.30, as well as the Office of Management and Budget (OMB) Circular No. A-11, for data agreement requirements. From the FACTS II output, users may print from one set of budgetary data both the FMS 2108: Yearend Closing Statement, and the SF 133: Report on Budget Execution, reports.

3. Final Fiscal 2003 Monthly Treasury Statement (MTS)

To guarantee the accuracy of budgetary results in the final MTS, agencies must include all previously unreported receipt and expenditure activity on the September 2003 Statement of Transactions (SOT) and/or Statement of Accountability (SOA). If an agency has no transactions, it must submit a "zero report." To ensure consistency between the MTS and receipt and outlay data furnished to OMB, Treasury allows agencies to request adjustments for significant amounts.

4. Accelerated Reporting Requirements for SOT and SOA

The basic principle of the President's Management Agenda calls for improving financial performance by providing timely, reliable, and useful information. In accordance with this principle, OMB has significantly accelerated the financial reporting due dates for yearend and quarterly reporting and required additional disclosures to facilitate the preparation and audit of the *Financial Report of the United States Government*. In consideration

of these procedural changes to improve and expedite financial reporting, the Financial Management Service (FMS) has accelerated agencies' monthly accounting report requirements. Beginning with the accounting month of April 2003 (reports submitted in May), FMS has required that agencies submit the following reports on the third workday:

- FMS 224: Statement of Transactions
- FMS 1220: Statement of Transactions According to Appropriations, Funds, and Receipt Accounts
- SF 1221: Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)
- SF 1218: Statement of Accountability (Foreign Service Account)
- FMS 1219: Statement of Accountability.

Agencies must provide supplemental reporting for all SOTs and SOAs on the fourth workday. Beginning with the accounting month of October 2003 (reports submitted in November), FMS will require agencies to submit all accounting reports on the third workday, with no additional day for supplemental reporting. Direct questions concerning accelerated reporting requirements for SOTs and SOAs, to the Cash Accounting Division at 202-874-9867.

5. Verifying Agency Location Code (ALC) Information

The ALC information in Treasury's central accounting system (STAR) is the official agency contact data. Current ALC information is imperative. Agencies with 8-digit ALCs must submit, in writing, changes to addresses, telephone numbers, or points of contact. Mail or fax these changes, submitted on agency letterhead and signed by an appropriate agency official, to:

Cash Accounting Division
 Cash Control Branch
 Financial Management Service
 3700 East-West Highway, Room 523D
 Hyattsville, MD 20782
 Telephone: 202-874-9867
 Fax: 202-874-9964

Agencies with 3- or 4-digit ALCs also must submit, in writing, changes to addresses, telephone numbers, or points of contact. Mail these changes, submitted on agency letterhead with an original signature, to:

Check Reconciliation Branch
 Financial Management Service
 3700 East-West Highway, Room 709A
 Hyattsville, MD 20782
 Telephone: 202-874-8150

6. Verifying Accounts Monthly

Agencies must verify their records each month by comparing them to Treasury-reported transactions, as shown on their monthly reports (FMS 6653: Undisbursed Appropriation Account Ledger, and FMS 6655: Receipt Account Ledger). Each agency reconciles these ledgers with the agency's USSGL Account 1010: "Fund Balance With Treasury" and immediately reports questions or differences to the Cash Analysis Branch at 202-874-7980. Agencies access these reports through GOALS II and use the GOALS II/Internet Access System (IAS) to view their undisbursed, statement of difference, support listings, and warrant information. To request access to IAS, a user must submit a GOALS II Enterprise System Access Request Form (ESAAS form) to obtain a logon ID and password. See the Internet Web site at <http://www.fms.treas.gov/goals> to download this application. A SecurID card is not required for access to this system.

The short reporting period requires agencies to minimize errors. Failure to compare agency and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury yearend certifications. If OMB, Treasury, or agencies find significant errors, Treasury will attempt to make corrections before publishing the *Combined Statement of Receipts, Outlays, and Balances of the United States Government* (refer to paragraph 27 for more information).

7. Agencies With Budget Clearing Accounts and Statements of Difference

Agencies must reconcile budget clearing accounts and statements of difference by the end of the fiscal year (FY). On the September 2003 SOT submission, transfer amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for September 2003 is \$1 million, as outlined in I TFM 2-3100 and 2-3300. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance of the September reporting or through additional reporting.

8. Reporting Collections Credited to Appropriation or Nonrevolving Fund Accounts on FMS 224 and FMS 1220

Procedures have changed for reporting collections credited to appropriation or nonrevolving fund accounts to agree with instructions in OMB Circular No. A-11. Agencies must submit SOTs via GOALS II using these updated reporting procedures.

Collections credited to appropriation or nonrevolving fund accounts **are not netted against disbursements** in section 1, column 3 of FMS 224 and FMS 1220. Reporting procedures for sections II and III of FMS 224 remain unchanged. For instructions on preparing SOTs, refer to I TFM 2-3300 (FMS 224) or I TFM 2-3100 (FMS 1220), and I TFM Bulletin No. 97-05.

9. Reporting Special and Trust Fund Available Receipts

Special and trust fund available receipt account symbols include a point designation to distinguish between expenditure and receipt accounts. Agencies must report collections (offsetting receipts) for special and trust fund accounts, using the point designation, in column 2 of the SOT. Record outlays in column 3.

Receipts and outlays are not netted and reported as a single figure. Agencies must include the point designation on the receipt account symbol when reporting receipts. If the agency fails to use the point designation in column 2, it erroneously reports reimbursements that decrease total outlays. Review SOTs to ensure that receipts for special and trust fund accounts appear in column 2 and are complete with the point designation.

10. Agencies With Investments

Throughout the year, agencies with investment authority should anticipate upcoming expenses and redeem investments accordingly. The balance of “Investments in Public Debt Securities,” as reported on an agency’s SOT, must agree with the par value of its investments purchased through the Bureau of the Public Debt (BPD) plus additional Federal securities it acquired on the open market. Report corrections to investment balances on the SOT before yearend. For detailed instructions, see I TFM 2-3100, 2-3300, and 2-4300.

11. Reporting Unrealized Discount on Investments

The unrealized discount subclass (75) provides more accurate disclosure of agency investment holdings when securities are purchased at a discount. The balance of the unrealized discount account should be negative. Report any corrections to the unrealized discount balance on the SOT before the fiscal yearend. For detailed instructions, see I TFM 2-3100, 2-3300, and 2-4300.

12. Audit of Unclaimed Moneys

Agencies must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than 1 year to determine if these balances contain moneys held for unknown owners. Transfer balances held for unknown owners to the unclaimed moneys account via the SOT and maintain subsidiary records to support the transfers. Include an audit of the unclaimed moneys account in any agency internal audit program. For detailed instructions, refer to I TFM 6-3000.

13. Liquidating Accounts—Pre-Credit Reform

Agencies should transfer any excess balance from liquidating accounts to the general fund as a capital transfer. These nonexpenditure transfers (NETs) are accomplished by selecting the “capital transfer” transfer type in the Governmentwide Accounting (GWA) System (see paragraph 29 for instructions on gaining access to the GWA System). Each agency must use its 2-digit department prefix for reporting. See I TFM 2-4600 for additional information. Address questions on transferring liquidating account balances to the Budget Control Team at 202-874-9950.

14. Credit Reform

Electronically submit FY information by processing an Intra-governmental Payments and Collections (IPAC) transaction in GOALS II charging 20X1880: Credit Reform Interest on Uninvested Funds. Agencies must process all payments by September 30, 2003. In addition, agencies must notify the Credit Accounting Branch in advance via the e-mail address below when the transaction amount is \$100,000 or greater. (See I TFM Bulletin No. 2003-08.)

Refer questions on credit reform to:

Credit Accounting Branch
 Financial Management Service
 3700 East-West Highway, Room 622D
 Hyattsville, MD 20782
 Telephone: 202-874-8740
 E-mail address: credit.accounting@fms.treas.gov

15. Borrowing From Treasury

Agencies must submit final borrowing and repayment transactions for the FY through the GWA System by 3 p.m., on September 30, 2003. Transactions submitted to BPD after the cutoff date will be reported in the next FY.

Agencies must submit interest payments due on loans from Treasury to BPD electronically through the IPAC System. Interest payments due on September 30, 2003, must be processed in IPAC by 11 p.m., on September 30, 2003. Submit calculations supporting the interest payment to BPD on September 30, 2003, and send supporting documentation electronically to Borrowings@BPD.treas.gov or by facsimile to 304-480-5176. For questions concerning borrowings from Treasury, call 304-480-7488.

16. Rescissions Pursuant to Current-Year Legislation and Amounts Sequestered Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985

Rescissions Pursuant to Current-Year Legislation

Agencies subject to account-specific rescissions to their current-year authority, unobligated balances, or across-the-board reductions (including Public Law 108-7) must submit a written request to the Budget Control Team within the established timeframes but no later than October 1, 2003. The request must include the appropriate Treasury Appropriation Fund Symbols (TAFS) and amounts being rescinded. The information reported to Treasury must correspond to the TAFS and amounts submitted to OMB. Any differences will be reported to OMB.

Agencies With Amounts Sequestered Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985

Agencies must return amounts in general and revolving fund accounts from offsetting collections authority sequestered pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, under 401(c), to Treasury using the NET Application within the GWA System (see paragraph 29 for instructions on gaining access). Each agency should use its 2-digit department prefix for reporting. If necessary, request that the Budget Control Team establish the account. Transmit the SF 1151: Nonexpenditure Transfer Authorization, by October 1, 2003. For detailed instructions, see I TFM Bulletin No. 2003-07 and the instructions in I TFM 2-2000. Refer questions to the Budget Control Team at 202-874-9950.

17. Reconciliation of Obligations

Before the yearend closing, agencies that have not reviewed their unliquidated obligations during the year must do so. This ensures agencies properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Retain work papers and records on verifications to facilitate future audits.

18. Agencies With Consolidated Working Fund Accounts

Agencies use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other agencies or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing agency using its own facilities within the same FY, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with I TFM 2-4200, agencies should not withdraw or cancel amounts in consolidated working fund accounts.

19. Reporting Requirements for Closing Fiscal 1998 Accounts

Agencies must close appropriation accounts available for obligation during a definite period on September 30th of the fifth FY after the account's availability ends. Cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For fiscal yearend 2003, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of fiscal 1998. **The September FMS 6653 must reflect a positive or zero balance for fiscal 1998 account balances that will be canceled.**

On the fourth-quarter FACTS II submission and in accordance with OMB Circular No. A-11, before an account will be closed, agencies must present all unobligated and obligated balances, including receivables and payables, as canceled. For further accounting guidance, refer to the USSGL TFM S2-03-01, Section III, Account Transactions, Part F, Yearend Pre-Closing and Closing Entries, at the Internet Web site <http://www.fms.treas.gov/ussgl>.

If an agency must liquidate obligations after an account has been closed, it may use up to 1 percent of its current appropriation by reporting a 46 subclass on the SOT or by seeking a reappropriation. Collections received after an account has been closed are deposited in miscellaneous receipts, Account 3200: "Collection of Receivables from Canceled Accounts."

20. Agencies With Transfer Appropriation Accounts (Allocations)

Agencies use transfer appropriation accounts to receive, and subsequently obligate and disburse, allocations treated as nonexpenditure transactions at the time of allocation. The accounts carry symbols that identify the original appropriation from which the moneys were transferred. Receiving agencies cannot withdraw amounts from transfer appropriation accounts. They must transfer fiscal 1998 funds to the parent account via an SF 1151 for disposition before yearend closing. An authorized representative from the transferring agency must transmit the SF 1151 using the NET Application within the GWA System (see paragraph 29 for instructions on gaining access). Address questions on transferring appropriation accounts to the Budget Reports Division (BRD), Budget Control Team at 202-874-9950.

21. Reporting Requirements for Fiscal 1997 and Prior Accounts

Fiscal 1997 and prior accounts previously have been canceled except in cases where negative balances existed. When clearing these negative balances, close the account on the SOT by bringing the account balance to zero and depositing any excess receipts to miscellaneous receipts, Account 3200: "Collection of Receivables from Canceled Accounts."

Each agency should use its department prefix for reporting. If necessary, request that the Budget Control Team (202-874-9950) establish the account.

22. Reporting Requirements for Extended Authority To Liquidate Obligations

Extended authority to liquidate obligations may be granted through specific legislation that allows the obligated balance for an annual year or multiyear account to remain on the books and be available for disbursement purposes only for a specified number of years. Agencies must notify the Budget Control Team, in writing, of the specific legislation for the account to remain on Treasury's books. Agencies are required to certify the obligated balances and footnote the FMS 2108, citing the appropriate law and date of approval. Agencies must submit the request by October 1, 2003, and cancel any unobligated portion of the account balance.

23. Adjustments to Indefinite Appropriated Authority

Agencies should continue to report increases and decreases to indefinite appropriated authority on the FACTS II submission. In most cases, this does not apply to credit reform program accounts for subsidy reestimates and liquidating accounts. Agencies cannot report any increases or decreases to definite authority on the FACTS II submission. If the agency is unsure whether its account had definite or indefinite authority, it should call the Budget Control Team at 202-874-9950.

24. Withdrawal and Cancellation of No-Year (X) Accounts

To completely close definite or indefinite no-year (X) accounts, agencies must meet the following requirements set forth in 31 U.S.C. 1555:

An appropriation account available for obligation for an indefinite period shall be closed, and any remaining balance (whether obligated or unobligated) in that account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose, if (1) the head of the agency concerned or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.

FMS must issue a warrant to allow an agency to withdraw or cancel funds for “X” accounts. The amount canceled should result in a zero balance after processing. Submit a written request for a warrant to:

Budget Reports Division
 Budget Control Team
 Financial Management Service
 3700 East-West Highway, Room 518D
 Hyattsville, MD 20782
 Telephone: 202-874-9950

Once FMS issues a warrant, the fourth-quarter FACTS II submission must reflect the withdrawal or cancellation of funds for “X” accounts.

25. Classification Adjustments to Closed Accounts

Canceled appropriation account balances are not available for obligation or expenditure [31 U.S.C. 1552 (a), 1555]. However, Treasury accepts reporting (1) to correctly classify payments to closed fiscal 1998 accounts previously reported to suspense/clearing accounts or (2) to correct classification errors between current and closed accounts when submitted by the April 1, 2004, deadline. The cumulative adjustment reported against the closed account cannot exceed the available balance remaining in the account at the time it closed.

Submit a written request and a paper copy of the SOT marked “Supplemental” with the report date of September 30, 2003, to:

Budget Reports Division
 Monthly Treasury Statement Team
 Financial Management Service
 3700 East-West Highway, Room 518D
 Hyattsville, MD 20782
 Telephone: 202-874-9880

The agency will receive notification of the adjustment via FMS 6653. Treasury will not consider requests pertaining to closed fiscal 1998 accounts received after April 1, 2004.

26. Verifying Yearend Accounts and Balances

Treasury provides preclosing unexpended balances through the FACTS II application. BRD’s Combined Statement Team requests that agencies log on to FACTS II and verify their TAFS accounts and balances before October 22, 2003. Agencies should call the Combined Statement Team (202-874-9880) for assistance if they:

- Have not received all of their accounts.
- Have received accounts not belonging to them.
- Have balance discrepancies.

27. Revisions to Yearend Data

If discrepancies are discovered when reviewing yearend balances in FACTS II, agencies should contact BRD on 202-874-9880 to request adjustments. Agencies should prepare and fax to BRD their proposed adjustments. Include supplemental documents such as a signed paper copy of the FMS 224, FMS 1219/1220, or SF 1151. Treasury reserves the right to review and determine if it will accept adjustments based on established criteria. If Treasury accepts the proposed adjustment, the Treasury staff will enter the supplemental documents into the STAR system, immediately updating the preclosing balances. **Requests for adjustments will be accepted between October 17, 2003, and November 7, 2003**, for inclusion in the *Combined Statement of Receipts, Outlays and Balances of the United States Government*. After Treasury has processed the documents, it will notify agencies via telephone, and agencies may proceed to complete and submit their FACTS II data. In addition, agencies will receive a September final Undisbursed Appropriation Trial Balance and Ledger in mid December 2003.

28. Accessing GOALS II

Users requesting access to any GOALS II application must submit a GOALS II ESAAS form to obtain a logon ID and password and/or SecurID card. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Contact the GOALS II Customer Support Staff for further information on 202-874-8270.

If a user misplaces or forgets the logon ID or password for the GOALS II applications housed on the Internet [Statements of Difference, Undisbursed, Regional Finance Center Agency Link, FACTS I, Intragovernmental Fiduciary Confirmation System (IFCS), Warrants, or GWA] he or she should contact the Financial Operations Call Center on 202-874-8270. Report lost or stolen SecurID cards to the FMS Help Desk at 202-874-4357. Also, direct requests to reset passwords and to resynchronize SecurID cards to the FMS Help Desk.

To return any SecurID card, send the card with a letter from management requesting revocation of the access to FMS' Security Office at:

Enterprise Security Branch
Financial Management Service
3700 East-West Highway, Room 279
Hyattsville, MD 20782
Telephone: 202-874-4357

In addition, to revoke any GOALS II access, complete an ESAAS form requesting revocation. As stated above, users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>.

29. Accessing the NET Application Within the GWA System

Any user requesting access to the NET Application must first submit a GOALS II ESAAS form to obtain a logon ID and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Fax a completed form to the GOALS Marketing Staff on 202-874-6170. (A SecurID card is not required for access to this system.)

Processing the access request form and mailing the logon ID and password require significant lead time; therefore, please request a logon ID and password for either the preparer and certifier roles or the agency all role as soon as possible. As of July 1, 2003, BRD does not accept paper copies of requests for NETs. For detailed instructions, see I TFM Bulletin No. 2003-07.

30. Accessing FACTS II

Any user requesting access to FACTS II must submit a GOALS II ESAAS form to obtain a SecurID card, logon ID, and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. On the ESAAS form, select a FACTS II role. The FACTS II roles include:

- Preparers—Input FACTS II data, ensure the data passes edits, and change data status;
- Certifiers—Reject or approve and certify the data for fourth-quarter submission, only;

AND

- Headquarters reviewers—View the data of all TAFS within a department.

BRD will establish FACTS II role assignments. It will assign TAFS to preparers and preparers to certifiers and headquarters reviewers.

Agencies fax the completed ESAAS form to 202-874-7232. Processing the access request form and mailing the card require significant lead time; therefore, please request a SecurID card, logon ID, and password for all users as soon as possible. Contact BRD on 202-874-9880 for further questions or follow-up.

Users requesting to switch FACTS II roles contact BRD for approval and submit an ESAAS form for processing. Users transferring to a different agency notify BRD and submit an ESAAS form to update their SecurID card and ID profile.

If a user misplaces or forgets the logon ID or password, he or she should contact the FMS Help Desk on 202-874-4357 to request resetting of the ID or password. Report lost or stolen SecurID cards to FMS' Security Office and complete an ESAAS form requesting revocation of the lost card and reissue of a replacement card.

To return any SecurID card or revoke FACTS II access, send the card with a letter from management requesting revocation of the access to FMS' Security Office at:

Enterprise Security Branch
Financial Management Service
3700 East-West Highway, Room 279
Hyattsville, MD 20782
Telephone: 202-874-4357

31. Instructions for Reporting Yearend Closing Data via FACTS II

For specific guidance on reporting via FACTS II, see the Internet Web site at <http://www.fms.treas.gov/factsii>. For assistance in logging on and navigating through the FACTS II application, click on the link to the FACTS II User's Guide. For crosswalks to standard external reports (FMS 2108 and SF 133), refer to the USSGL TFM S2-03-01, Section V. USSGL TFM S2-03-01, Section IV, provides the most recent list of USSGL attributes used on the budgetary reports. See the Internet Web site at <http://www.fms.treas.gov/ussgl>.

Refer dial-up and logon questions to the FMS Help Desk on 202-874-4357. Refer questions on the FACTS II application, such as edit checks and TAFS, to the Combined Statement Team (202-874-9880). Note: After TAFS data are complete and pass all edits, change the status of each TAFS to pending for certification. Also, submit an FMS 2108 for TAFS with a zero undisbursed balance.

Maintain up-to-date information on the FACTS II Contact Information profile, such as telephone numbers and e-mail addresses. Access the Contact Information dialogue box through the FACTS II on-line application under the File menu of the toolbar.

For additional emphasis and clarification, note the following:

- A. Definite Contract Authority**—The Combined Statement Team provides information for the Preclosing Unexpended Balance (FACTS II undisbursed balance or FMS 2108, column 2), and agencies cannot change it. These amounts represent the balance (unused portion) of contract authority at the beginning of the FY.
- Column 3 of the FMS 2108 represents the amount of new authority prescribed by law and effective during the reporting FY. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
 - Column 4 of the FMS 2108 represents the amount of appropriations to liquidate contract authority prescribed by law and effective during the reporting FY. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
 - Column 5 of the FMS 2108 represents writeoffs or adjustments. Record amounts written off that were rescinded by law or administratively canceled by the agency. If the authorization is rescinded by law, include the statutory citation as a footnote. Also, report adjustments such as the liquidation of contract authority by use of revolving fund receipts. Provide an explanation of the adjustment in the footnote.
 - Column 6 of the FMS 2108 represents the balance of unfunded contract authority at the end of the FY. These amounts represent the balance of authority outstanding for which appropriations have not been made.

B. Indefinite Contract Authority—The Combined Statement Team provides information for the Preclosing Unexpended Balance (FACTS II undisbursed balance or FMS 2108, column 2), and agencies cannot change it. These amounts represent the balance (unpaid obligations) of contract authority at the beginning of the FY.

- Column 3 of the FMS 2108 represents the amount of new obligations incurred in the reporting FY covered by contract authority. Include a required footnote citing the public law number prescribing indefinite authority and date of approval. For permanent authority, cite the U.S. Code in the footnote.
- Column 4 of the FMS 2108 represents the amount of appropriations to liquidate contract authority prescribed by law and effective during the reporting FY. Include a required footnote citing the public law number and date of approval. For permanent authority, cite the U.S. Code in the footnote.
- Column 5 of the FMS 2108 represents writeoffs or adjustments. Report amounts written off that were either rescinded by law or administratively canceled by the agency. Include the statutory citation as a footnote if the authorization is rescinded by law. Other adjustments to report include liquidation of contract authority by use of revolving fund receipts and writeoff/reduction of obligated balances from column 2. Provide an explanation of the adjustment in the footnote.
- Column 6 of the FMS 2108 represents the balance of unfunded contract authority at the fiscal yearend. These amounts represent the balance of unpaid obligations for which appropriations have not been made.
- Column 11 of the FMS 2108 must always have a zero balance.

C. Receivables—For reimbursements earned and unfilled customer orders (FMS 2108, columns 7 and 8), exclude any receivables from the public. An exception exists when a provision of law specifies that such orders may be used as budget authority.

D. Unpaid Obligations—For undelivered orders and accounts payable (FMS 2108, columns 9 and 10), exclude advances received with orders for goods and services. These advances are already incorporated in the Preclosing Unexpended Balance (FMS 2108, column 2) when the agency records the deposit on the SOT.

E. Indefinite Borrowing Authority—Column 11 of the FMS 2108 must always have a zero balance.

32. Agency Certification of Yearend FACTS II Data

For fourth-quarter (yearend) FACTS II submission, Treasury requires certification by the agency's Chief Financial Officer (CFO), or authorized designee, for all accounts, including those with a zero balance. FMS' Enterprise Security Branch assigns SecurID cards to the certifying official. This SecurID card, with the unique logon ID and password, function as, or replace, the signature. If the person representing the certifying official has changed,

the new designee must obtain a new SecurID card, logon ID, and password (refer to paragraph 30). Treasury does not require that agencies certify FACTS II submissions for the first, second, or third quarter.

33. Agency Submission of Credit and Debt Management Reports

The Report on Guaranteed Loans (220-8) is no longer required. Agencies should report this data in the FACTS I FMS Intranet Notes Application, in Note 18—Loans Receivable and Loan Guarantee Liabilities. Report all liabilities for loan guarantees. Refer to I TFM 2-4000.

Use the Report on Receivables Due from the Public to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Submit separate reports for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). For quarterly reporting, the dollar threshold for a reporting entity is \$50 million. Quarterly reports are due to the Treasury by the 30th day of the month following the close of the quarter. All entities with receivable activity must submit a report at fiscal yearend. The yearend reports are due to Treasury by November 17, 2003.

Submit the Report on Receivables Due from the Public via the Debt Management Information System (DMIS). Contact the DMIS Administrators on 205-912-6400 for information on accessing the system and training. Refer to I TFM 2-4100 for instructions on preparing the Report on Receivables Due from the Public or access the online workbook at <http://www.fms.treas.gov/debt/dmrpts.html>.

34. Accounting for Treasury Judgment Fund Transactions

The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of Statements of Federal Financial Accounting Standards Number 4 and Number 5 requires agencies to recognize liabilities and expenses when unfavorable litigation outcomes are probable and the agencies can estimate the amounts. The agency will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as Federal transactions (“F” for FACTS purposes) and records the Judgment Fund as the trading partner (20). FMS will record an expense. FMS will notify agencies via the Judgment Fund Web site at <http://www.fms.treas.gov/judgefund> of claims, at the transaction level, that have been approved as appropriate for payment from the Judgment Fund. Agencies should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at yearend.

For information concerning the status of a claim, contact:

Judgment Fund Branch
Financial Management Service
3700 East-West Highway, Room 6F03
Hyattsville, MD 20782
Telephone: 202-874-6664

For information concerning the accounting for the Judgment Fund, contact:

Credit Accounting Branch
Financial Management Service
3700 East-West Highway, Room 622D
Hyattsville, MD 20782
Telephone: 202-874-8740

35. Agency Submission of FACTS I Data

The FACTS I application on GOALS II is an Internet application. Any user requesting access to FACTS I on GOALS II must submit a GOALS II ESAAS form to obtain a logon ID and password. Users can download the ESAAS form from the Internet Web site at <http://www.fms.treas.gov/goals>. Fax the completed form to the Financial Reports Division (FRD) at 202-874-9907. Processing the access request form and mailing the logon ID and password require significant lead time; therefore, please request a logon ID and password for all users as soon as possible.

Contact FRD for information related to the FACTS I roles listed on the ESAAS form since FRD affords specific privileges to each role. Users requesting to switch FACTS I roles must contact FRD for approval and must submit an ESAAS form for processing. If a user misplaces or forgets the logon ID or password, he or she should contact the GOALS II Customer Support Staff on 202-874-8270 to request resetting the ID or password.

Agencies must verify and submit for approval their Master Appropriation File (MAF) data via GOALS II by September 30, 2003, for fiscal yearend 2003. The GOALS II window for verifying the MAF will open on September 2, 2003. Submit the Adjusted Trial Balances (ATBs) and NOTES reports via GOALS II by the due date of January 2, 2004. To access the GOALS II logon screen, see the Internet Web site at <https://fmsapps.treas.gov>.

For information relating to the FACTS I application on GOALS II, contact FRD at 202-874-9910. For GOALS II training needs, call the GOALS II Customer Support Staff at 202-874-8270.

36. Reporting on the Intragovernmental Fiduciary Confirmation System (IFCS)

The IFCS, an Internet-based tool, is the official confirmation system for Federal departments and agencies to confirm and reconcile their investments, borrowings, Federal Employees' Compensation Act transactions with the Department of Labor, and Employee Benefit Program transactions with OPM, on a quarterly basis with their trading partners.

The Internet Web site address to access the IFCS is <http://fmsapps.treas.gov/ias19/2002-4th/main.cfm>. Agencies that have not signed up to use the IFCS should contact Ella Hughes-Bailey, FMS, at ella.hughes-bailey@fms.treas.gov. Agencies must perform the preliminary fiscal yearend 2003 reconciliation by November 14, 2003, and the final fiscal yearend 2003 reconciliation by December 29, 2003.

37. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Yearend September 30, 2003

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit agency books to remain open for as long as possible. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Agencies outside the Washington, DC, metropolitan area use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

38. Effective Date

Immediately.

39. Inquiries

Direct questions concerning this bulletin or requests for account balance confirmations to:

Budget Reports Division
Financial Management Service
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9880
Fax: 202-874-9966

Date: July 28, 2003



Richard L. Gregg
Commissioner

Attachments

Items	Submission and Availability Instructions	Deadlines
FACTS I window opens for verifying MAF	Access via GOALS II	Sept. 2, 2003
FACTS I window closes for verifying MAF	Access via GOALS II	Sept. 30, 2003
Process IPAC transaction requesting interest payment on Credit Reform: Interest on uninvested funds	Access via GOALS II	Sept. 30, 2003
Sept. 2003 new account symbol requests	Express mail/fax to the Budget Control Team	Oct. 1, 2003
Sept. 2003 appropriation requests	Express mail/fax to the Budget Control Team	Oct. 1, 2003
Sept. 2003 SF 1151: Nonexpenditure Transfer Authorizations	Transmit via GWA System to the Budget Control Team	Oct. 1, 2003
Sept. 2003 Automated FMS 224: Statement of Transactions	Transmit via GOALS II to the Cash Accounting Division	Oct. 3, 2003
Sept. 2003 FMS 1219 and FMS 1220: Statement of Transactions and Accountability	Transmit via GOALS II to the Cash Accounting Division	Oct. 3, 2003
Sept. 2003 SF 1218 and SF 1221: Statement of Accountability and Transactions (Foreign Service Account)	Transmit via Connect Direct to the Cash Accounting Division	Oct. 3, 2003
Sept. 2003 FMS 6652: Statement of Differences (FMS 224, FMS 1219, SF 1218 and Letter of Credit)	Access via GOALS II	No later than Oct. 15, 2003
Sept. 2003 FMS 6653: Undisbursed Appropriation Account Ledger	Access via GOALS II	No later than Oct. 15, 2003

Items	Submission and Availability Instructions	Deadlines
Sept. 2003 FMS 6654: Undisbursed Appropriation Account Trial Balance	Access via GOALS II	No later than Oct. 15, 2003
Sept. 2003 FMS 6655: Receipt Account Trial Balance	Access via GOALS II	No later than Oct. 15, 2003
IFCS window opens for confirmation users to input preliminary fiscal yearend 2003 reconciliation data	Access via Internet	Oct. 16, 2003
FACTS II reporting window opens	Access via FMS Intranet	No later than Oct. 17, 2003
FACTS II accounts and balances verified by agencies	Access via FMS Intranet	Oct. 22, 2003
FACTS II reporting window closes	Access via FMS Intranet	Nov. 7, 2003
IFCS window closes for confirmation users to input preliminary fiscal yearend 2003 reconciliation data	Access via Internet	Nov. 14, 2003
Annual Report on Unfunded Foreign Currency Reservation Accounts (I TFM 2-3200) for Oct. 1, 2002, through Sept. 30, 2003	Express mail to the International Funds Team	Nov. 14, 2003
Report of Estimated Foreign Currency Collections and Expenditures (I TFM 2-3200) for Oct. 1, 2002, through Sept. 30, 2003	Express mail to the International Funds Team	Nov. 14, 2003
Currencies Purchased From Sources Outside the U.S. Government Cumulative (I TFM 2-3200) for Oct. 1, 2002, through Sept. 30, 2003	Express mail to the International Funds Team	Nov. 14, 2003

Items	Submission and Availability Instructions	Deadlines
Report on Receivables Due From the Public	Transmit via Internet between Nov. 1-17	Nov. 17, 2003
FACTS I reporting window opens for ATBs and NOTES reports	Access via GOALS II	Nov. 24, 2003
Chapters of the <i>Combined Statement of Receipts, Outlays and Balances of the United States Government</i>	The Combined Statement Team will deliver to OMB and agencies via the following Internet Web site: http://www.fms.treas.gov/annualreport	Starting Dec. 5, 2003
IFCS window closes for confirmation users to input final fiscal yearend 2003 reconciliation data	Access via Internet	Dec. 29, 2003
FACTS I reporting window closes for ATBs and NOTES reports	Access via GOALS II	Jan. 2, 2004
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail to Budget Reports Division	Apr. 1, 2004

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of budget results.

TREASURY ADDRESSES FOR PAPER COPY YEAREND FINANCIAL REPORTS

Agencies in the Washington, DC, metropolitan area should hand carry their reports to Treasury. Agencies outside the Washington, DC, metropolitan area should use express mail. Express mail is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the "Post Office to Addressee" option. Deliver as follows:

1. SF 1151, new account requests and appropriation warrant requests to:

Budget Reports Division/Budget Control Team
Financial Management Service
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-9950

2. *Annual Report on Unfunded Foreign Currency Reservation Accounts and the Report of Estimated Foreign Currency Collections and Expenditures* to:

International Funds Team
Program Assistance Division
Financial Management Service
401 14th Street, SW., Liberty Center Building
Room 324B
Washington, DC 20227
Telephone: 202-874-7994